

Program for Dietetic Interns (PDI) Rotation Site Selection Policy and Procedure

Policy: The PDI will assure that adequate and appropriate affiliate rotation sites are selected to provide supervised practice experiences for interns.

Procedure: Practice sites ideally should be large enough to provide a variety of practice experiences.

1. Sites are selected based upon recommendations from past interns/graduates, other preceptors, and professional networking.
2. Affiliate sites providing Medical Nutrition Therapy (MNT)/Clinical practice experiences ideally should:
 - a. provide a wide variety of acute, chronic, and outpatient services as well as full-range of foodservice operations if a hospital facility;
 - b. have several full-time RDs on staff, preferably at least two (2) that work with MNT patient care to provide an opportunity to learn different styles of professional skills;
 - c. usual patient census should be at least 100;
 - d. currently be accredited by The Joint Commission or currently accredited by the appropriate agency such as the state;
 - e. should be licensed for at least 50 bed inpatient census.
3. Affiliate sites providing Community practice experiences ideally should:
 - a. be involved in broad planning and management of food and nutrition services as well as direct client care, such as WIC, Public Health, University Extension;
 - b. have preceptors that include other professionals in addition to RDs, such as RNs, social workers, nutrition specialists, etc.
4. Affiliate sites providing Food Service Management practice experiences ideally should:
 - a. have appropriate professionals as the preceptor. It is preferred the preceptor is a RD, however, other staff such as a nutritionist, food service manager/director, department director or head supervisor may be the preceptor.
 - b. provide experience with therapeutic diets in a hospital-like setting and public school foodservice.
5. Affiliation Agreements/Memorandum of Agreements will be completed between MDHSS-PDI and the practice site/facility. Occasionally some facilities will prefer or require the use of their own version of an agreement. In those instances, the Program Director in consultation with legal counsel of MDHSS and the practice site/facility will attempt to work together to reach an agreement.
6. Sites are evaluated by interns upon completion of the rotation. Interns are encouraged to bring any concerns or issues with site(s) to the attention of the Dietetic Student Education Coordinator and/or Program Director immediately to be addressed at that time rather than waiting until the end of the rotation.

7. At the end of the rotation, the intern will evaluate the site using a standard form and a rating scale of 5=Excellent 4=Good 3=Average 2=Fair 1=Poor.
8. The site is considered adequate and the experience appropriate if the facility in the following three critical areas achieve an average rating of 4 or more:
 - Experiences Conducive to Meeting Competencies
 - Challenging and Rewarding Facility
 - Overall Evaluation of Facility
9. If a facility average rating in the critical areas is less than 4 either the Program Director and/or Dietetic Student Education Coordinator will talk with the intern to ascertain more specific reasons why the site received such a low rating.
10. Based on the discussion with the intern the need for further action will be determined. This could include a phone call by either the Program Director and/or Dietetic Student Education Coordinator to the primary preceptor at the site to ascertain whether the experience can be improved, a visit to the site further determine the appropriateness/adequacy of its ability to be a good site or immediate termination of the site as a rotation for the interns.
11. Should a site receive low ratings by multiple interns, the Program Director and/or Dietetic Student Education Coordinator will conduct a visit to the site and a meeting with the primary preceptor to determine the appropriateness/adequacy of its ability to be a good site or whether immediate termination of the site as a rotation for the interns is necessary.